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MKS

2 May 1960

MEMORANDUM FOR: Chief, Map Library Division
Chief, Cartography Division

SUBJECT: Handling of Map Requests from Members of Congress

REFERENCE: Ch/G Memo to DD/I, 15 April 1960, subject: Requests
for Maps from Members of Congress

The following policy and procedures are to be followed in handling map requests from members of Congress, their offices and Congressional Committees. They have been developed in discussions with the Legislative Counsel, and on the basis of approval granted by the DD/I on the proposals made in the referenced memorandum.

a. All requests for unclassified maps which come directly from members of Congress and their offices -- and indirectly through the Department of State and the Library of Congress -- shall be honored, and maps transmitted either directly or indirectly to the requester. It is preferable to fulfill the request directly from the Map Library Division to the requester rather than have the Department of State or the Library of Congress act as an intermediary.

b. No attempt will be made to hide the source of the map as being either CIA produced or held.

c. Only unclassified maps in limited quantity will be supplied to the requester. If maps in quantity for inclusion in reports are requested, an ad hoc decision on the fulfillment of the request will be made by the Chief, D/GC and Chief, D/GL, and if necessary in consultation with the Legislative Counsel.

d. If known, maps will not be supplied to members of Congress to fill their constituents' requests. Advice may be given for procurement from other map sources.

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e. In cases where we believe CIA-produced maps may be good public relations items, the Chief, D/GC will furnish copies to the Legislative Counsel for delivery to individual members or committees of Congress.

f. All maps going to members of Congress, Congressional Committees or offices shall be sent under a transmittal buckslip naming the person to whom they are directed (the requester) and the title of the map or maps being sent. A carbon copy of the transmittal buckslip shall be sent to the Legislative Counsel in order that he may be currently advised of these kinds of relationships with members of Congress.



STAT

Chief, Geographic Research
Research and Reports

cc: ✓ Mr. Warner, Legislative Counsel
AD/RR
Chief, D/GC

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Legislative Counsel		
2	Attn: Mr. Warner 221 East Bldg.		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
STAT Chief/G, 1114 M, [redacted]			2 May 1960

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